

TAB A (Test Control Procedures) to APPENDIX 5 (MOS Qualification) to ANNEX C (Operations/Training) to Brigade SOP w/change dated 15 October 2000

1. References.

- a. AR 135-205
- b. AR 350-16
- c. AR 611-5 (Army Personnel Testing)
- d. AR 611-6 (Army Linguist Program)
- e. AR 611-9
- f. DA Form 330
- g. DA Pam 310-8
- h. DA Pam 600-8

2. Test Control Officers. (TCO)

- a. **State TCO Responsibilities.** The State TCO resides at the Deputy Chief of Staff for Personnel (DSCPER) in Draper. He is ultimately responsible for over seeing all Army Personnel Testing activities in the State. The State TCO is the appointing authority for Alternate Test Control Officers.
- b. **Alternate Test Control Officer (ATCO) Appointment.** Only personnel appointed by orders may perform ATCO duties and responsibilities. Army regulations prohibit the appointment of an MTOE assigned linguist from serving as an ATCO administering DLPT's. ATCO's should be Officers, Warrant Officers or enlisted grade E-7 or above. (See AR 611-5 Chapter 2 paragraph 2-1 d for exceptions.) Submit requests for ATCO orders to the Brigade CLPM. The Brigade CLPM will request ATCO orders from the DPCA and make distribution. Each Battalion and Subordinate Company will designate an ATCO and request ATCO orders.
- c. **Alternate Test Control Officer Responsibilities.** ATCOs are responsible for:
 - (1) Test Storage and Security.
 - (2) Test Inventorying and Accountability.
 - (3) DLPT Answer Sheet Completion, Correctness and Filing Disposition. For Defense Language Aptitude Battery (DLAB) use DOD Form 5160.41-EPT. For DLPT I use DA Form 6000. For DLPT II use DLI Form 13. For DLPT III use DLI Form 99. For DLPT IV use DLIFLC Form 101.
 - (4) Language Proficiency Questionnaire (DA 330) Completion, Correctness, Distribution, Filing Distribution and Database Entry.
 - (5) Test Administration.
 - (6) Test Grading.
 - (7) Test Transporting.
 - (8) Maintaining Stock of Testing Forms.

3. **Test Storage and Security.** ATCOs are responsible for test security. (See TCO handbook) Store Defense Language Proficiency Tests (DLPT) and Defense Language Aptitude Battery (DLAB) behind “Two Deep” security, meaning behind no less than two locks, i.e., a locked office and a locked cabinet. Test storage cabinets should not be located in high traffic areas and should be of sufficient size to prohibit easy removal of the cabinet. Never store test answer keys with test booklets. Only ATCOs on orders are authorized to handle and administer DLPTs and DLABs.
4. **Test Inventories.** Each outlying armory will maintain an inventory of DLPTs. One ATCO for each location is responsible for strict maintenance of the inventory. The designated ATCO will handreceipt DLPTs from the Brigade CLPM. The designated ATCO will conduct an inventory of all DLPTs on site quarterly according to the Brigade suspense roster. The Brigade CLPM will send out a roster of tests receipted to each ATCO prior to the inventory suspense date. Use this roster to conduct the inventory, then sign and return the roster to the Brigade CLPM before the suspense date.
5. **Transporting Test Materials.**
 - a. **Packaging.** When DLPT and DLAB tests are transported between locations, double wrap the test material. Mark the inner envelope with the following notation:

FOR OFFICIAL USE ONLY
TEST MATERIAL
TO BE OPENED BY TEST CONTROL OFFICER
ONLY

b. **Additional Instructions.** See AR 611-5 Chapter 2-2 for further information on test security.

6. **Test Forms** ATCOs will ensure that only proper testing forms are used and that the forms are completed correctly. Do not copy or use copied testing forms. Ensure sufficient numbers of test forms are on hand with the tests. Contact the Brigade CLPM for additional forms as necessary. The Brigade CLPM will order new DLPT's and forms and destroy obsolete tests as necessary and as directed. (See TCO Handbook for destruction procedures).
7. **DLPT Answer Sheets.** ATCOs will ensure that only approved answer sheets are used and that answer sheets are completed correctly. Refer to the DLPT administration handbook for instructions on completing the forms correctly. (See attached examples) Do not copy or use copied answer sheets. Ensure sufficient numbers of answer sheets are on hand with the test booklets. Contact the Brigade CLPM for resupply of answer sheets when necessary. The Brigade CLPM will order new test materials and answer sheets and destroy obsolete test materials and answer sheets as necessary and as directed. (See TCO Handbook for destruction procedures.)

8. Test Administration.

- a. **Test Log.** ATCOs will maintain a Testing Log. The log will include the name of the person tested, date tested, and the test title, level and form.
- b. **Test Administration Statement.** ATCOs will ensure each soldier tested (military only) completes a DA Form 5160-R before conducting the test. ATCOs will maintain a file of completed forms.
- c. **Scheduling Testing at the Brigade Language Resource Center (LRC)**
Brigade conducts DLAB and DLPT testing each Tuesday in the Brigade LRC. The testing time is 1230-1630 hours. Contact the Brigade CLPM no later than 24 hours prior to the test to schedule a test. Unscheduled examinees will not be tested. The examinee's unit must prepare a DA Form 330 for the examinee and ensure the examinee reports to the LRC with it. Examinees should report to the LRC no later than 1215 on the day of the test. Ensure that blocks 1, 2, 3, 7a, 7b, 7c-e (as applicable), 8f, 8l, 9 and 10 p-r are completed. (See attached example DA 330.)
- d. **Testing Facilities.** Testing facilities must be IAW with AR 611-5. Do not administer tests in an area where other activities are ongoing. Follow all instructions in the test administration manual.

9. Test Grading and Processing of Forms

- a. **Grading.** ATCO's will conduct all test grading at the Brigade location. The test key cabinet is located in the Brigade S-3 functional area. Grade all tests in the cubicle where the test key cabinet is located.
- b. **Answer Key Access.** Request keys to the test key cabinet from the Brigade CLPM or the Brigade NBC NCO. Coordinate test-grading times with the Brigade CLPM to ensure access to the test keys. When the test key cabinet is open keep it under observation at all times. When finished grading, lock the cabinet and return the keys to the Brigade CLPM or NBC NCO.
- c. **Disposition of Completed Answer Sheets.** When finished grading a test, staple the answer sheets together and place them in the first hanging file inside the top drawer of the test key cabinet. All answer sheets must be left here regardless of origin.
- d. **DA 330 Disposition.** The ATCO will annotate scores on the DA 330 using blocks 8g, 8h, 9m and 9n. Also annotate the raw score in block 11.
 - (1) **First Copy.** Place the first copy in the second hanging file inside the top drawer of the test key cabinet. This applies to ALL tests administered by 300 MI BDE ATCO's regardless of where the test was conducted. This copy will reside in the LRC for two years.
 - (2) **Second Copy.** Place the second copy in the stack tray on the desktop opposite the test key cabinet. This applies only to soldiers who are currently in the 300th MI BDE.

- (3) **Third Copy.** Send the third copy to the examinees unit or as noted in the remarks section of the DA 330.
- (4) **Additional Copies.** Companies will forward a copy of the DA 330 to their respective Battalion Language Support Officers. Unit Administrators will forward a copy of the DA 330 to PSB for inclusion in the soldiers MPRJ.
- (5) **Database Entry.** After test grading is completed, ATCOs will enter the information from the DA 330 into the Brigade Language Training database on the computer located in the test grading area. The ATCO will then scan the DA 330 and save it as a graphic file in the DA 330 directory.

10. Oral Proficiency Interviews (OPI)

- a. **Requesting an OPI.** When a DPLT is not available in a language, the ATCO can request an OPI. OPI's are scheduled through DLI. Email requests to Anna Kordecki at the following e-mail address: Kordeckia@POM-EMH1.Army.Mil. Use the following format to request OPI's:

Information for OPI Request

1. Name and Rank:
 2. SSN:
 3. Language to be tested in:
 4. Unit and Where Stationed:
 5. Commercial Phone Number where OPI will be conducted:
(the testing phone number CANNOT be in the examinee's living quarters, unit, or workplace. This phone number must be under the control and supervision of the installation testing personnel.)
 6. Name of TCO:
 7. DSN # of TCO:
 8. Commercial # of TCO:
 9. Fax # of TCO:
 10. Email of TCO:
 11. Branch of service of examinee:
 12. Justification for requesting OPI: (please be specific)
 13. Suspense date for testing:
 14. Last date examinee took a speaking test in this language:
- b. **OPI Procedures.** OPIs generally take several weeks to schedule. When scheduled, the requesting ATCO is contacted by DLI personnel to confirm the time and telephone number for the test. ATCOs must be present during the OPI. When the OPI is complete, DLI personnel will contact requesting ATCOs for DA 330 distribution instructions.

- 11. Tests from outside agencies.** When 300th MI BDE soldiers are tested outside of the Brigade, the examinee will instruct the administering TCO to forward a copy of the DA 330 to the 300th MI BDE CLPM for distribution within the Brigade. 300th MI BDE CLPMs address is: CLPM, 300th MI BDE, P.O. Box 1776 Draper, UT 84020-1776.

- 12. Testing Regulations.** ATCOs must read, understand and comply with all policies and procedures contained in AR 611-5 and the Test Control Handbook